



Project Number: **2022-016-149 to 169**

Date: **February 24, 2022**

Project Title: **Supply and Delivery of Consolidated Office Supplies for First Quarter**

Quotation No.: **RFQ-2022-010**

Location: **General Service Office**

PhilGeps Ref: No.8462544

REQUEST FOR QUOTATION

Supplier: _____
Address: _____
Contact Number: _____
TIN Number _____

Please quote your lowest price on the items/ listed below, subject to the General conditions on the last page, stating the shortest time of delivery and submit your quotation duly signed by your representative not later than **February 28, 2022** in the return envelope attached herewith.


MANULITO S. RODRIGUEZ
MCR/BAC Chairman

Note:

- 1 All entries must be type written.
- 2 Delivery period is within **Thirty (30) calendar days**
- 3 Warranty shall be for the period of six months (6) months for supplies and materials, one (1) year for equipment, from date of acceptance by the procuring entity.
- 4 Price validity shall be for the period of thirty (30) calendar days.
- 5 G-eps registration certificate shall be attached upon submission of the quotation.
- 6 Suppliers shall submit original brochures showing certifications of the product being offered.

ITEM NO.	DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
1	Ballpen, black, 0.5	27	boxes		
2	Ballpen, black, blue 0.5	3	boxes		
3	Ballpen 0.5 red	1	boxes		
4	Ballpen, red	1	pcs		
5	Ballpen, black, 0.5	2	box		
6	Ballpen panda	1	boxes		
7	Arc File Landscape (short)	2	pcs		
8	Arc File Long Portrait	10	pcs		
9	Ballpen, black, 0.7	6	box		
10	Ballpen black	1	boxes		
11	Ballpen w/ holder and string double pen	1	pcs		
12	Binder clip, big 2' 12's	8	boxes		
13	Binder clip, medium, 1" 12's	14	boxes		
14	Binder clip, small, 3/4" 12's	6	boxes		
15	Binder clip 32m 1-1/4	2	pcs		
16	Bond paper, A4, s.20	10	reams		
17	Bond paper, long, s.16	15	reams		
18	Bond Paper A3 s20	1	reams		
19	Bond paper, long, s.20	145	reams		
20	Bond paper, short, s.16	1	reams		
21	Bond paper, short, s.20	96	reams		
22	Bookends stand shelf/book ends metal	2	pairs		
23	Brown envelop, long	105	pcs		
24	Brown envelop, short	43	pcs		
25	Clipboard (long) Hardbound (black)	3	pcs		
26	Calculator (big)	1	pcs		
27	Calculator Electronic 12 digits	3	pcs		
28	Calculator (any brand)	2	unit		
29	Calculator - HL-122TV, 12 digits	1	pcs		

30	Carbon paper	1	packs		
31	Carbon Steel spare blade	1	pcs		
32	Cartolina (orange)	20	pcs		
33	Certificate paper (short)	1	pack		
34	Cutter small plastic	4	pcs		
35	Colored Bond paper, Assorted color (long)	11	reams		
36	Correction tape, 5mmx6m	50	pcs		
37	Correction tape, 5mmx6m, refill	66	pcs		
38	Correction (fluid) medium	1	pcs		
39	Correction (fluid) big	3	pcs		
40	Correction tape, disposable, ordinary	3	pcs		
41	Cutter (medium)	1	pcs		
42	Cutter (big)	5	pcs		
43	DTR	1	bundle		
44	Dry seal (Machine Engraved)	1	pcs		
45	Dater Stamp	2	Pcs		
46	Double sided tape, 1", w/o foam	14	rolls		
47	Double sided tape, 1", w/ foam	4	rolls		
48	Double sided tape 1/2" w/ foam	2	rolls		
49	Double sided tape 1/2" w/o foam	3	rolls		
50	DVD+ R	12	pc		
51	Envelop window mailing, white	50	pcs		
52	Expanded envelope w/ garter, long	15	pc		
53	Expanded envelope w/ garter, long,	10	pc		
54	Expanded folder, long,	20	pc		
55	Expanded folder, long, (assorted)	5	pcs		
56	Expanded folder, long, sky blue	1	pcs		
57	Expanded folder, long, blue	2	pcs		
58	Expanded folder, long, pink	3	pcs		
59	Expanded Folder, long, dark blue	15	pcs		
60	Expanded folder, long, green, white	10	pcs		
61	Expanded folder, long, green	2	pcs		
62	Expanded folder, long, red	12	pcs		
63	Expanded folder, long, yellow	32	pcs		
64	Flag (ordinary)	10	pcs		
65	Folder, white, long	269	pcs		
66	Folder, white, short	85	pcs		
67	Folder, white, long	1	ream		
68	Glue, 40g	12	btls		
69	Glue, 1010g	1	btls		
70	Glue, 130g	9	btl		
71	Highlight marker, Asstd color	7	pcs		
72	Highlight marker, green	1	pc		
73	Highlight marker, green, yellow	4	pcs		
74	Illustration Board (whole)	20	pcs		
75	Index Card 4" x 6"	3	packs		
76	Index Card 5" x 8"	27	packs		
77	Laminating Film	10	pcs		
78	laminating film roll 12" thin	2	roll		
79	Linen paper (long) (light yellow)	1	pack		
80	Linen paper (short)	3	pack		
81	Mailing envelope, white, long	161	pcs		
82	Masking tape 1"	9	rolls		
83	Masking tape 2"	5	rolls		
84	Masking tape 1/2	3	rolls		
85	Notarial Seal #24	30	box		
86	Parchment paper (specialty paper short)	1	pack		
87	Packing tape #2	3	pcs		
88	Packaging Tape clear 2 incx60m)	2	roll		
89	Packaging Tape tan 2 incx100m)	2	roll		
90	Paper Fastener (plastic)	2	box		
91	Paper clip, coated 33mm 100's small	19	box		
92	Paper clip, coated 50mm, 100's big	19	box		
93	Pencil Sharpener (desk type)	2	pcs		
94	Pencil eraser, (small)	2	pcs		

95	Pencil eraser	7	pcs		
96	Pencil no. 1	1	box		
97	Pencil no. 2	10	boxes		
98	Pencil Staedtler HB	2	boxes		
99	Permanent marker, broad, black	23	pc		
100	Permanent marker, fine, black	7	pcs		
101	Personalized flag 4 1/2x 11	4	pcs		
102	Photo paper 20's	1	pack		
103	Photo paper A4 (gloss)	2	pack		
104	Plastic Cover, thin for book cover, 10m	1	roll		
105	Plastic envelop, long	18	pcs		
106	Plastic envelop, short	10	pcs		
107	Plastic Jacket long	10	pcs		
108	Puncher (small)	1	pcs		
109	Puncher (big)	1	pcs		
110	Push Pin (assorted color)	6	box		
111	Plastic fastener, assorted colors	11	boxes		
112	Rubber Bond 50gms (thick) (yellow)	2	box		
113	Record Book 150 (leaves)	3	pcs		
114	Record book (200 leaves)	3	pc		
115	Record book (300 leaves)	20	pcs		
116	Record book (500 leaves)	12	pcs		
117	Record book mini size 150 leaves	3	pc		
118	Ruller 12",	10	pcs		
119	Ruller 18", hard plastic	5	pcs		
120	Ruller 12", stainless	1	box		
121	Stamp pad ink (violet) (475ml)	1	btl		
122	Scissor (meduim)	3	pcs		
123	Scissors 8 x 1/2 inc	2	pcs		
124	Scissor 7 " Satinless Steel	13	pcs		
125	Scotch tape 1"	42	pcs		
126	Scotch tape 1" clear	15	pcs		
127	Scotch tape 2" clear	8	pcs		
128	Shoe lace (any color)	20	pairs		
129	Sign pen 0.3 C-3 refill	5	pc		
130	Sign pen 0.3 (black)	2	pcs		
131	Sin Pen 0.4 G -Tech, Black	3	pcs		
132	Sign Pen, 0.5, black	11	boxes		
133	Sign Pen, 0.5, purple	3	pcs		
134	Sign Pen Hi- Techpoint V10 Grip	12	pcs		
135	Sign Pen 0.7 (black) S.P Pilot G2	2	boxes		
136	Sign Pen 0.7 (blue) S.P Pilot G2	2	boxes		
137	Sign pen (black,blue,red)(0.5)	2	boxes		
138	Sign Pen (green) 0.5	2	pcs		
139	Stamp pad big	2	pcs		
140	Stamp pad big black	1	pcs		
141	Stamp pad big violet	1	pcs		
142	Stamp pad ink blue	1	pcs		
143	Stamp pad ink black, violet	1	pcs		
144	Stapler	3	pcs		
145	Staple wire, no.35, straight	30	boxes		
146	Staple wire, no.10	1	boxes		
147	Stapler, with remover (ordinary)	14	pc		
148	Stapler, remover big plier type	1	pc		
149	Stapler w/ remover steel	3	pc		
150	Staple w/ remover (big)	4	pc		
151	Staple wire, no.35, curve	2	boxes		
152	Staple remover	2	pcs		
153	Sticky note 2x3	16	pads		
154	Sticky note 2x4	3	pads		
155	Sticky note 2x5	9	pads		
156	Sticky note 3x3	14	pad		
157	Sticky note 3x4	8	pad		
158	Sticky note short matte 10 sheets	1	pad		
159	Sticky note, strip size, plastic	21	pads		

160	Styropore	28	unit		
161	Tape Dispenser for 1"	1	pc		
162	Vellum paper, short, white, 180gsm	20	packs		
163	Vellum paper, short, cream, 180gsm	20	packs		
164	Vellum Paper Long (cream) (230gsm)	3	packs		
165	Vellum Paper Short Cream (230gsm)	3	packs		
166	Vellum 8x11 200gsm (pale cream)	1	reams		
167	Word x Paper 200gsm 10 sheet	5	pack		
168	Wooden Bulletin Card Board w/ Frame 50x70	1	pcs		
169	Whiteboard eraser, (small)	2	box		
170	Whiteboard marker Ink	2	btl		
171	Whiteboard marker , red	2	pc		
172	Whiteboard marker , blue	4	pc		
173	Whiteboard marker, black	17	pc		
174	Yellow paper	5	pads		

Brand and Model: _____
Delivery Period: _____
Warranty: _____
Price Validity: _____

After having carefully read and accepted your General Conditions, I / We quote
you on the item at prices noted above

Printed Name / Signature

Tel. No./Cellphone No.
e-mail address

Date